



GOVERNMENT OF PUERTO RICO

Telecommunications Bureau of Puerto Rico
Puerto Rico Universal Service Fund (PRUSF)

PUERTO RICO UNIVERSAL SERVICE FUND (PRUSF) FISCAL YEAR 2023/2024 CARRIER REMITTANCE WORKSHEET INSTRUCTIONS

I. Filing Requirements and General Instructions

A. Introduction

On January 28, 1998, the Telecommunications Regulatory Board of Puerto Rico, now Telecommunications Bureau of Puerto Rico (Bureau) adopted the Universal Service Regulation (USF Rules) pursuant to Chapter II, Article 7 and Chapter III, Article 6 of Law 213, known as the “Telecommunications Law of Puerto Rico of 1996” (Law 213) and Law 170 of August 12, 1988, known as the “Uniform Administrative Procedure Law.”

Pursuant to Law 213, the legislature required the Bureau to guarantee all citizens of Puerto Rico telecommunications service at a fair, reasonable and affordable price. In order to achieve this goal, the Bureau established the Puerto Rico Universal Service Fund (PRUSF). The PRUSF is a fund which will be used to subsidize telecommunications services in Puerto Rico. The Bureau has ordered that effective with the July 2001 data month, Telecommunications Relay Service be funded and effective with the January 2002 data month, Lifeline Assistance be funded.

Pursuant to Act No. 34 of June 9 of 2017, (Act 34), which amended Article III-7 (C)(6) of Law 213, the Bureau can serve as the Administrator of the Puerto Rico Universal Service Fund and supervise disbursements to eligible telecommunications companies and supported services. As Administrator, it will perform all of the PRUSF management and administration functions in accordance with the Law 213 and the Puerto Rico USF Rules.

B. Changes Affecting the Carrier Remittance Worksheet for Fiscal Year 2023-2024

1. **Assessment rate:** Any Assessment Rate change will be notified by Board Order, indicating its effective date and/or period the rate will be in effect. In the event of a rate change, companies shall download from our forms portal the version of the worksheet which will reflect the new Assessment Rate.
2. **NEW:** Under **Section A** (Company Identification), new companies without an assigned PR-ID can use their certification (CERT) or registry (CMRS or VOIP) docket as identification, by selecting their type of docket from a pull-down menu and typing their sequence number in the next field.



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3. **NEW:** For companies which can file the worksheet by e-mail (because they pay by electronic transfer), the e-mail address for filing changed to: radicacionesnet@jrtpr.pr.gov . Companies which pay PRUSF remittances by check still need to mail the worksheet with the payment.
4. Further formatting changes were made to make the worksheet easier to fill electronically and view its data.

C. Who Must File

In accordance with Chapter III, Article 6 (c) of Law 213, every telecommunications company that provides intrastate telecommunications services and Interconnected VoIP service providers in Puerto Rico (as outlined in Reg. #7795 approved on September 9, 2009 and JRT-2010-SU-0003) shall contribute to the Puerto Rico Universal Service Fund in an equitable, non-discriminatory and competitively neutral manner.

Interconnected VoIP providers may fulfill their obligations either by reporting and contributing based on:

1. Their actual interstate telecommunications revenues;
2. Traffic studies, or
3. A 64.9% interim Safe Harbor

The PRUSF assessment collected from each carrier shall be calculated as a percentage of total retail billed Puerto Rico intra island telecommunications revenues. Telecommunications carriers may, at their option, recover from their retail customers the PRUSF charges paid by the carrier.

NOTE: In accordance with rule 12.4 of the Universal Service Regulations #7795, “*every telecommunications company whose annual gross income of \$25,000 or less shall not be obligated to contribute to the Universal Service Fund during that particular year*”.

To assist in determining whether a company qualifies for “De minimis” status, please complete the De Minimis Payment Exemption Request form, which can be downloaded from the following link:

<http://www.jrtpr.pr.gov/formularios/>

D. When and Where to File

Monthly worksheets and remittances must be received by the PRUSF administrator no later than the 30th day of each succeeding month.



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II. Line-by-Line Instructions for Completion of the PRUSF Worksheet

Please use the worksheet that corresponds to the fiscal year of the data period being reported. If downloaded in its electronic form, contents of this worksheet shall not be edited nor altered.

All information provided on the worksheet must be legible. If a paper form is filed, it shall be printed in its original coloring or in black and white. If the worksheet is printed and filled manually, all information must be legible and in black or blue ink or typed.

Filing Identification Information

The following blocks are in the top margin of the worksheet. Fill in the information as follows:

Block A - Company Identification

The company code starts with PR followed by six digits. Type or fill the field next to “**PR-**” with the remaining six digits (000###). If your company does not have an assigned PR Code, use the company’s certification (CERT) or registry (CMRS or VOIP) docket as identification, by selecting the type of docket from a pull-down menu on the field next to “**JRT/NET**” and typing a four digit sequence number (0####) in the next field.

Block B - Report Period

The Report Period indicates the month and year that corresponds to the revenue data being reported. From its pull-down menu in the shaded area below, select by clicking the period being reported. If you printed the form to fill manually, write or type the period (month and year) in the shaded area below.

Block C – Filing Type: Original or Revision

Indicate whether this is the original or revised filing for the data month(s) being reported, by marking **X** in the corresponding shaded area. **Worksheets with REVISIONS should only be filed to report errors; but not to true-up revenue data** (if original data was estimated). Revisions will be processed in the monthly cycle when they are received; so companies will not be required to wait until the end of the fiscal year to correct a reporting error.

Section 1 - Carrier Identification

Part 1:

Company Name

Enter the carrier name that identifies the filing entity and any doing business as (d/b/a) names (if applicable), as certified or registered by the Bureau.

Complete Mailing Address

Enter the complete mailing address of the corporate headquarters of the carrier including street address, city, state, zip, suite numbers, floor, etc.



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Telephone

Enter telephone number for the company headquarters.

E-Mail

Enter the E-Mail address of the company's designated or authorized contact person with the Bureau.

Part 2 - Primary Telecommunications Business

Select the company's primary communication business from a pull-down menu. If applicable, filers can also select additional communication businesses as well. Select the option(s) that best describe the principal and additional carrier business activities.

- **ILEC** - Incumbent Local Exchange Carrier - Provider of franchised local exchange service
- **IXC** - Interexchange Carrier - Facilities-based provider of interexchange services
- **RESELLER** - Leases underlying transmission facilities from a facilities-based carrier for purposes of providing local and interexchange services
- **CLEC** - Competitive Local Exchange Carrier
- **CAP** - Competitive Access Provider - Competes with incumbent local exchange carrier to provide services that link customers with interexchange facilities, local exchange networks or other customers.
- **CMRS** – Wireless/mobile telephone service provider and/or personal communication service (PCS) provider.
- **OSP** - Operator Service Provider - Companies other than LECs that provide services to customers needing the assistance of an operator such as to complete away from home calls or calls using alternate billing arrangements. These companies typically employ operators as well as credit and cash card technologies to complete calls
- **PSP** - Payphone Service Provider - Provides customers access to telephone networks through pay telephone equipment
- **PAG** - Paging Service Provider
- **VoIP** – Interconnected VoIP Service Providers
- **Other** - Select "Other" if none of the above categories describes the carrier. Briefly describe the nature of "**Other**" business in selected field.

Line 3 Parent Company

Enter the name of the holding company or controlling company, if any.

Complete Mailing Address

Enter the complete mailing address of the parent company of the carrier including street address, city, state, zip, suite numbers, floor, etc.



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Telephone

Enter telephone number for the parent company headquarters.

Revenues

Mark **X** in the selected field if reported revenues are based on estimates. **Estimated revenue data SHALL NOT be trued up in the following month's report.** Estimates shall only be trued-up after the fiscal year is over, using the **PRUSF Annual True-Up form** to reconcile and report end of previous fiscal year reconciliations to actual data.

The **PRUSF Annual True-Up form** and its instructions can be downloaded from the Bureau's Forms web portal or the following link: <http://www.jrtpr.pr.gov/formularios/>

Section 2 - Revenue Data

The Puerto Rico Universal Service Regulations state that contributions to the fund shall be calculated on the basis of the retail revenues ("end user revenues"), as contained in Form 499-A of the Federal Communications Commission. **Revenues entered here should be for the Report Period indicated in Block B of this form.** These revenues should correspond to the official books and records of the company except if the company is using estimated numbers to be reconciled to actuals at the end of the funding period. A list of general revenue categories is provided at Appendix C.

Retail revenues include, but are not limited to, revenues from the following types of services and charges:

- Local Service, including basic monthly charges, extended area service charges, local measured service usage and any directory related charges such as for additional listings or for non-publication or non-listing of a telephone number.
- Vertical or Class features (i.e., Caller ID)
- Intrastate toll service.
- Directory Assistance service, both voice and electronic.
- Wireless telephone services, PCS, CMRS and paging services.
- Fixed interconnected VoIP services

Retail revenues do not include revenues derived from the following types of services and charges:

- Wholesale transactions (by an ILEC), including access charges paid by or to a local exchange carrier, interconnection charges paid by or to a cellular provider.
- Services consisting primarily of the creation of artistic material or other information that is later transmitted over telecommunications equipment, including information services.



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- Mobile radio and one-way paging services that do not have an electronic interface into the public switched network. Typically, these services require the paged person to go to a telephone to respond to the page. Any wireless or paging services, including airphone revenues, which do interface into the public switched network, are included in the assessment.
- Telecommunications services provided inside a company's proprietary network (Private Telecom Services).
- Sales and rentals subject to the sales and use tax including sales and rental of telephone equipment.
- Inside wire installation, billing and collection, or maintenance services sold to customers.
- Yellow pages advertising.

** Revenues reported on the remittance worksheet should be entered in dollars and cents rounded to two decimal places using half-up rounding. For example: \$488.885 would be rounded to \$488.89 and \$488.884 would be rounded to \$488.88.*

The following revenue line items should correspond to the revenues that will be reported in the FCC Form 499-A Telecommunications Reporting Worksheet, but may not match dollar for dollar due to the variance in time periods and the reporting of only intrastate revenues to the PRUSF.

Line (4) ~ (Corresponds to line 404 on FCC 499-A)

This line should include monthly service, local calling, connection charges, vertical features, and other local exchange services should include the basic local service revenues except for local private line revenues, access revenues, and revenues from providing mobile or cellular services. This line should include charges for optional extended area service, dialing features, local directory assistance, added exchanges such as automatic number identification (ANI) or teleconferencing, Local number portability (LNP) surcharges, connection charges, charges for connecting with mobile service and local exchange revenue settlements.

Line (5) ~ (Corresponds to line 405 on FCC 499-A)

This line should include charges to end users specified in access tariffs, such as tariffed subscriber line charges and PICC charges levied by a local exchange carrier on customers that are not presubscribed to an interexchange carrier (*i.e.*, a no-PIC customer). However, this line should not include charges to end users for special access services (which are reported in Line (6)). Telecommunications providers that do not have subscriber line charge tariffs on file with the FCC or the Puerto Rico Telecommunications Regulatory Board of Puerto Rico, or who are not reselling such tariffed changes, should report \$0 on this line.



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Line (6) ~ (Corresponds to line 406 on FCC 499-A)

Local private line and special access service should include revenues from providing local services that involve dedicated circuits, private switching arrangements, and/or predefined transmission paths. This line should include revenues from special access lines resold to end users unless the service is bundled with, and charged as part of a toll service.

Line (7) ~ (Corresponds to line 407 on FCC 499-A)

Should include revenues received from carriers as payphone compensation for originating toll calls. Line (7) should include revenues received from customers paid directly to the payphone service provider, including all coin-in-the-box revenues. Do not deduct commission payments to premises owners.

Line (8) ~ (Corresponds to line 408 on FCC 499-A)

Other local telecommunications service revenues should include local telecommunications service revenues that reasonably would not be included with one of the other fixed local service revenue categories. Line (8) should include charges for physical co-location of equipment pursuant to 47U.S.C. § 251(c) (6). Report revenues from offering switched capacity on local area data networks such as ATM or frame relay networks.

Mobile service

Mobile services are wireless communications between mobile wireless equipment, such as cellular phones, and other IntraIsland points.

Line (9) and Line (10) ~ (Correspond to Lines 409 and 410 on FCC 499-A)

Data reported on these lines should contain mobile service revenues other than toll charges to mobile service customers. Charges associated with customer premises equipment should not be included on these lines. For services provided to end users, Line (9) should contain monthly charges, activation fees, and service order processing charges, etc. Line (10) should contain message charges, including any roaming charges assessed for calls placed out of customers' home areas. Lines (9) should also include end-user prepaid wireless service revenues attributable to activation and daily or monthly access charges. Line (10) should also include prepaid wireless service revenues attributable to airtime. Toll charges to mobile service customers should be included in the Lines (13) or (14), as appropriate.

Toll carrier service revenue categories

Toll services are telecommunications services, wireline or wireless, which enable customers to communicate outside of local exchange calling areas. Toll service revenues include intrastate long distance services.



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Line (11) ~ (Corresponds to line 411 on FCC 499-A)

This line should include revenues from prepaid calling cards provided either to customers or to retail establishments. Gross billed revenues should represent the amounts actually paid by customers and not the amounts paid by distributors or retailers, and should not be reduced or adjusted for discounts provided to distributors or retail establishments. All prepaid card revenues are classified as end-user revenues.

Line (12) ~ (Corresponds to line 413 on FCC 499-A)

Operator and toll calls with alternative billing arrangements should include all calling card or credit card calls, person-to-person calls, and calls with alternative billing arrangements such as third number billing, collect calls and country-direct type calls that either originate or terminate on the island. These lines should include all intrastate charges from toll or long distance, directory assistance. Line (12) should include revenues from all calls placed from coin and coinless, public and semi-public telephones and Inmate telephones, except for calls that are paid for via prepaid calling cards that are included in Line (11) and calls paid for by coins deposited in the phone that are included in Line (7).

Line (13) ~ (Corresponds to line 414 on FCC 499-A)

Long distance and other switched toll services include amounts from Account 5100 -- Long distance message revenue -- except for amounts reported on Lines (10), (7), (11) or (12). Line (13) includes message telephone service (MTS), WATS, subscriber toll-free, 900, 976 (or equivalent), "WATS-like," and similar switched services. This category includes most toll calls placed for a fee and should include flat monthly charges billed to customers, such as account maintenance charges, PICC pass-through charges, package plans giving fixed amounts of toll minutes and monthly minimums. However, where customers are charged single rate for a combined local and long distance services, all revenues for such service should be reported on Line (4).

Line (14) ~ (Corresponds to line 415 on FCC 499-A)

Long distance private line service should include revenues from dedicated circuits, private switching arrangements, and/or predefined transmission paths, extending beyond the basic service area (Toll Private Line). Line 14 should include frame relay and similar services where the customer is provided a dedicated amount of capacity between points in different basic service areas. This category should include revenues from the resale of Special Access services if they are included as part of a toll private line service.

Line (15) ~ (Corresponds to line 416 on FCC 499-A) (NOT SUBJECT TO PRUSF)

Satellite service should contain revenues from providing space segment service and earth station link-up capacity used for providing telecommunications or telecommunications services via satellite. Revenues derived from the lease of bare transponder capacity should not be included in Line (15).



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Line (16) ~ (Corresponds to line 417 on FCC 499-A)

All other long distance service should include all other revenues from providing long distance communications services. This line should include toll teleconferencing, switched data, frame relay and similar services where the customer is provided a toll network service rather than dedicated capacity between two points.

Line (17) – VoIP Revenues

These revenues may be calculated in one of the following methods:

4. Their actual interstate telecommunications revenues;
5. Traffic studies, or
6. A 64.9% interim Safe Harbor

Line (18) Total Retail Revenues (End User)

Sum the amounts entered on Line 4 through Line 17 and enter this amount on Line 18. This represents the Total Retail Revenues.

Section 3 - Remittance Calculation

Line 19 – PRUSF Assessment Rate

The PRUSF assessment factor for the July 2023 through June 2024 period remains as established in accordance with Case No. JRT-2001-SU-0003:

1.39% (0.0139)

Any Assessment Rate change will be notified by Board Order, indicating its effective date and/or period the rate will be in effect. Companies shall download from our forms portal the version of the worksheet which will reflect the new Assessment Rate

Line 20 - PRUSF Assessment

Multiply the amount entered on Line 18 by the PRUSF assessment rate as indicated on the worksheet on Line 19 and enter the result on Line 20. This amount represents the carrier assessment due to the PRUSF.

Line 21 – Assessment Netting (Refer to Case No. JRT-2001-SU-0003, Tenth Administrative Order) (Payphone Providers ONLY)

Enter the amount of revenues assessed by PRTC in the shaded field; and then multiply that amount by the PRUSF assessment rate of 1.39% (0.0139), adding the resulting assessment to line 21(a). This amount should equate to the amount of assessment paid to PRTC on a monthly basis.



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Line 22 – Annual True-Up credit of previous fiscal year

This line is meant to be used to discount from the month's PRUSF remittance an amount of "Annual True-Up credit" of excess PRUSF contribution from the previous fiscal year. Companies may only use this line under the following conditions:

1. They must have filed the PRUSF Annual True-Up form of the previous fiscal year on or before its original due date (August 15), and only if it reported excess PRUSF contribution to be credited to the company.
2. The company received from the PRUSF Administrator a written notification of credit approval of the previous fiscal year, with instructions to apply said credit, prospectively, during the months (as necessary) of the current fiscal year, until the amount of credit is completely applied.

If the amount of "previous fiscal year" credit is higher than the amount of a month's PRUSF remittance, then the amount on **line 22** shall only be up to the same amount (not higher) of the PRUSF remittance of the month being reported. In this case, **line 22** discounts may continue to be applied in the following monthly worksheets until the "previous fiscal year" credit has been completely applied.

Line 23 - Net PRUSF Remittance

Subtract Lines 21 and 22 (if applicable) from Line 20 and enter the result on Line 23. If the result is positive, this represents the Remittance to be paid to the PRUSF. If the result is negative, this indicates that a PRUSF payment is due to the carrier and the Bureau may credit the carrier's account in this amount. Refunds or credits of excess current fiscal year remittances will only be approved by the PRUSF Administrator and authorized by the Bureau.

Section 4 - Change in Company Status

Line 24 - Company Recently Starting Business

If this is an initial filing for a company please supply the date the company started operations in Puerto Rico.

Line 25 – Company Ceasing Business

If this is the final return for a company, please supply the date the company ceased operations in Puerto Rico. In addition, please send a letter to the PRUSF administrator and the corresponding notification to the Secretary of the Bureau.



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Section 5 - Certification

Line 26 - Officer Name Information

Enter date, officer name, officer signature, and officer title. The officers' signature attests to the accuracy of all information on this remittance worksheet.

Line 27 - Contact Name Information

Enter date, contact name, contact phone and contact title. The contact person should be able to provide worksheet clarification and serve as the first point of contact for the PRUSF administrator.

Line 28- Contact Person's E-Mail Address

Enter the e-mail address of the designated person to be contacted for matters pertaining to the PRUSF Carrier Remittance Worksheet.

Line 29 – Payment Method

In the fields for “**Check**” or “**Funds Transfer**”, please type **X** in the applicable payment method field. If payment method is by electronic transfer of funds, please include evidence of electronic payment when filing the worksheet. If remittances are paid by electronic transfer of funds, the worksheet and evidence of electronic payment may be filed by e-mail to the following addresses:

radicacionesnet@jrtpu.pr.gov

Worksheet Submission

In the bottom of the worksheet, please take note of the form's filing options, as applicable.



PUERTO RICO UNIVERSAL SERVICE FUND ADDITIONAL PRUSF INFORMATION AND SUBMISSION CONSIDERATIONS

- The PRUSF instructions provide descriptions of revenues and the corresponding Carrier Remittance Worksheet lines to be used. **Correct completion of Section 2** of the worksheet will avoid edit errors, revisions, additional contacts and possible penalties.
- **Incomplete forms will be returned to carriers for completion.**
- **Forms without an authorized signature** will be considered incomplete and in non-compliance.
- **Carriers requiring** corrections to information initially submitted on PRUSF worksheet(s) should submit a **revised worksheet**. Revisions should be submitted for errors such as including incorrect data on a worksheet or arithmetical errors, **not for truing up revenue data**.

Annual True-Up forms are to be used if the carrier has submitted estimated data during the year to be trued up to actual data at the end of the fiscal year or to report minor adjustments, such as uncollectibles.



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Appendix A

PUERTO RICO UNIVERSAL SERVICE FUND PRUSF PAYMENT AND WORKSHEET SUBMISSION INFORMATION

For Payments via Check:

Regular Mail:

Telecommunications Bureau of PR
Attn. Universal Service Fund Administrator (PRUSF)
500 Roberto H. Todd Ave.
(Pda. 18 - Santurce)
San Juan, Puerto Rico 00907-3941

Overnight delivery:

Telecommunications Bureau of PR
Attn. Universal Service Fund Administrator (PRUSF)
500 Roberto H. Todd Ave.
(Pda. 18 - Santurce)
San Juan, Puerto Rico 00907-3941

For Electronic Funds Transfers:

Identify the transmittal as:

"Junta Reglamentadora de Telecomunicaciones
de PR (DBA Negociado de Telecomunicaciones de PR)"

ABA #: 021502011

Account #: 030057159

For bank or wire transfer:

ABA #: 021502011

account #: 030057159

Swift #: BPPRPRSX

Please Note: For electronic payments, the original Carrier Remittance Worksheet and a copy of the electronic payment or fund transfer evidence should be sent to:

Telecommunications Bureau of Puerto Rico
Attn. Universal Service Fund Administrator (PRUSF)
500 Ave. Roberto H. Todd,
(Pda. 18 – Santurce)
San Juan, PR 00907-3941



PUERTO RICO UNIVERSAL SERVICE FUND GENERAL REVENUE CATEGORY GUIDE

The following list of revenue categories is provided for the use and convenience of Puerto Rico telecommunications providers in determining assessable intrastate retail revenues for the PRUSF. The list is intended only as a guide and is subject to change by the Bureau at any time. If a category of revenues is not included on this list, but is a source of intrastate retail revenue, please advise and include the revenue as assessable.

Local Services:

IntraLATA Toll Charges
Connection Charges
Vertical or Class Services (i.e., Caller ID)
Operator Services
Directory Assistance
Pay Phone
Private Line
Voice Mail
Reconnection Fees
Late Payment Charges
Installation/Wiring
Alternative Access & Directory
Change of Long Distance Carrier Fee
Optional Calling Plans Monthly Charges

Long Distance Services

Toll Charges
Connection Charges
Access Charges (retail)
800 Numbers
WATS
Enhanced Services
Operator Services
Directory Assistance
Pay Phone
Toll Private Line
Prepaid Calling Card
976 Numbers (Pay Per Call)
Voice Mail
Alternative Access & Directory
Reconnection Fees
Late Payment Charges
Optional Calling Plans Monthly Charges

Wireless and Paging Services:

Basic Service
Airtime Charges
"In-Collect" Roaming Charges
"Out-Collect" Roaming Charges
Activation/Deactivation Charges
Connection Charges
Access Charges
Vertical or Class Services

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